



JEWELS

(Judicial Education Web Learning System)

User Manual

As of September 20, 2006

A. View/Update Your Student Information

1. When you select this menu option, the following screen appears.

The screenshot shows a web browser window titled 'Learning Center - Microsoft Internet Explorer provided by OSCA'. The address bar shows the URL: http://oscin0006/stc/osca/psciis.dll?linkid=244106&mainmenu=OSCA&top_frame=1. The page features the 'JEWELS Home Page - Sign On' link and the Great Seal of the State of Missouri. Below the seal is a teal header with the text 'CATHY COURTHOUSE' and 'View/Update Your Student Information'. The main content area contains a message: 'Here is the information we have on file about you. If incorrect, please correct it, then click on Done. Please type all information in CAPITAL LETTERS!'. The form fields are as follows:

First Name:	CATHY
Middle Initial:	C
* Last Name:	<input type="text" value="COURTHOUSE"/>
Preferred Name:	<input type="text"/>
Job Title:	<input type="text" value="COURT CLERK"/>
* County Name or District:	<input type="text" value="COLE COUNTY"/>
* Circuit # or District:	<input type="text" value="19"/>
Email Address:	<input type="text" value="CATHY_COURTHOUSE@OSCA.STATE.MO"/>

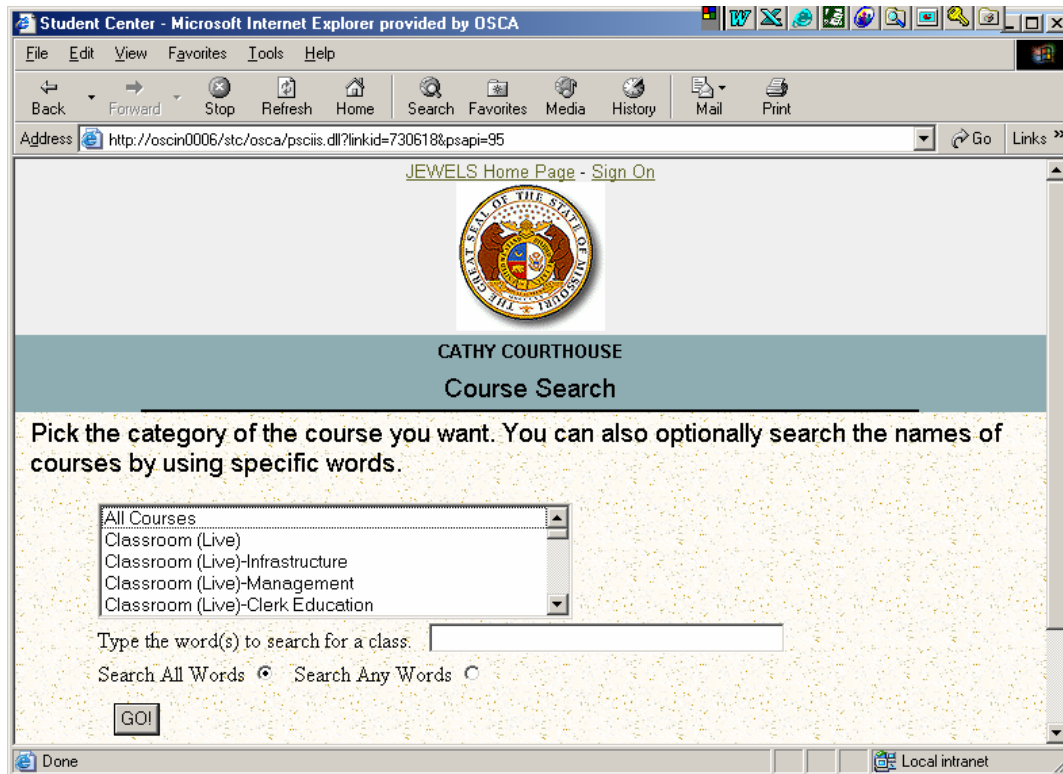
The status bar at the bottom shows 'Done' and 'Local intranet'.

2. To make sure we have the most up-to-date information about you, there are several pieces of information that we would like for you to verify. **NOTE:** Please type all information in **CAPITAL LETTERS**.
 - If the information is correct, do nothing.
 - If the information is incorrect or incomplete, please correct and click on the **OK** button.
 - Verify, change and/or complete, as appropriate, the following:
 - Last Name
 - Preferred Name
 - County Name or District (please choose from the drop down list)
Note: OSCA, Supreme Court and Appeals Courts are listed as counties
 - Circuit # or District (please choose from the drop down list)
Note: OSCA, Supreme Court and Appeals Courts are listed and have been assigned circuit numbers
 - Email Address
 - Office Name (Court/Juv)
For example, St. Charles County Courthouse
 - Office Address Line 1
 - Office Address Line 2, if needed
 - Office City
 - Office State
 - Office Zip

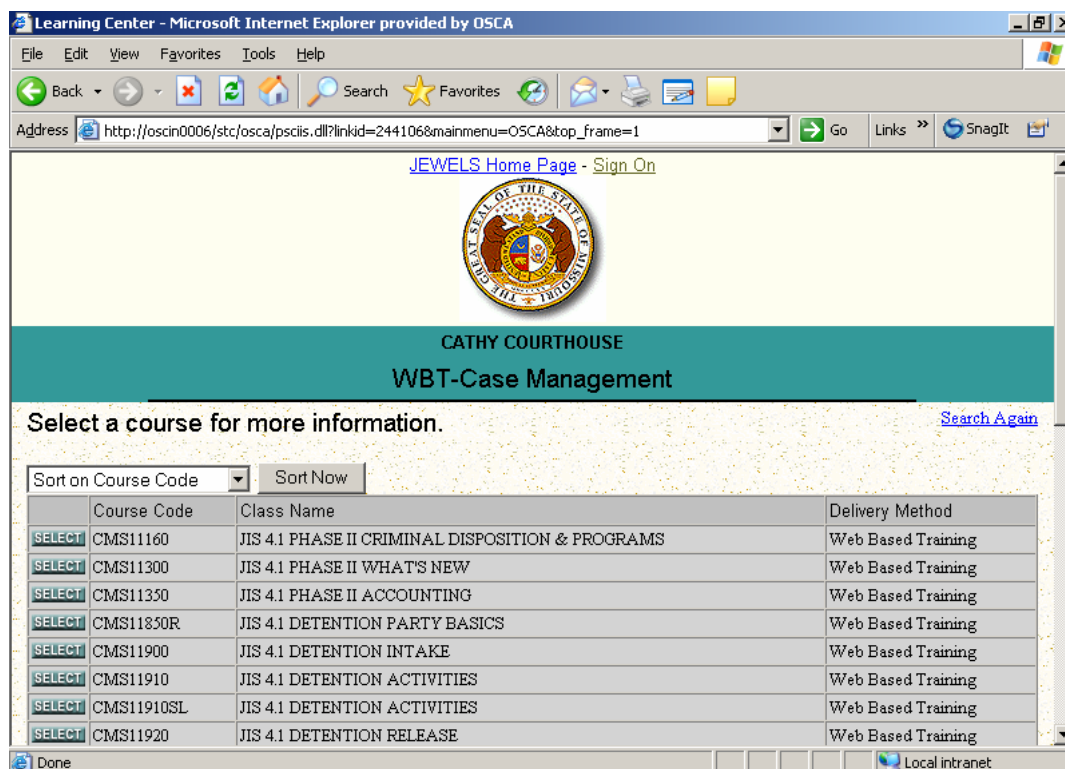
- Office Phone
 - Office Fax Number
3. Click on the **OK** button when finished. This will take you to a screen where you can verify your information. If the information is correct, click on the **OK** button to return to JEWELS Home Page.

B. View a List of All Courses/Register and Launch Web-Based Training (WBT) Courses

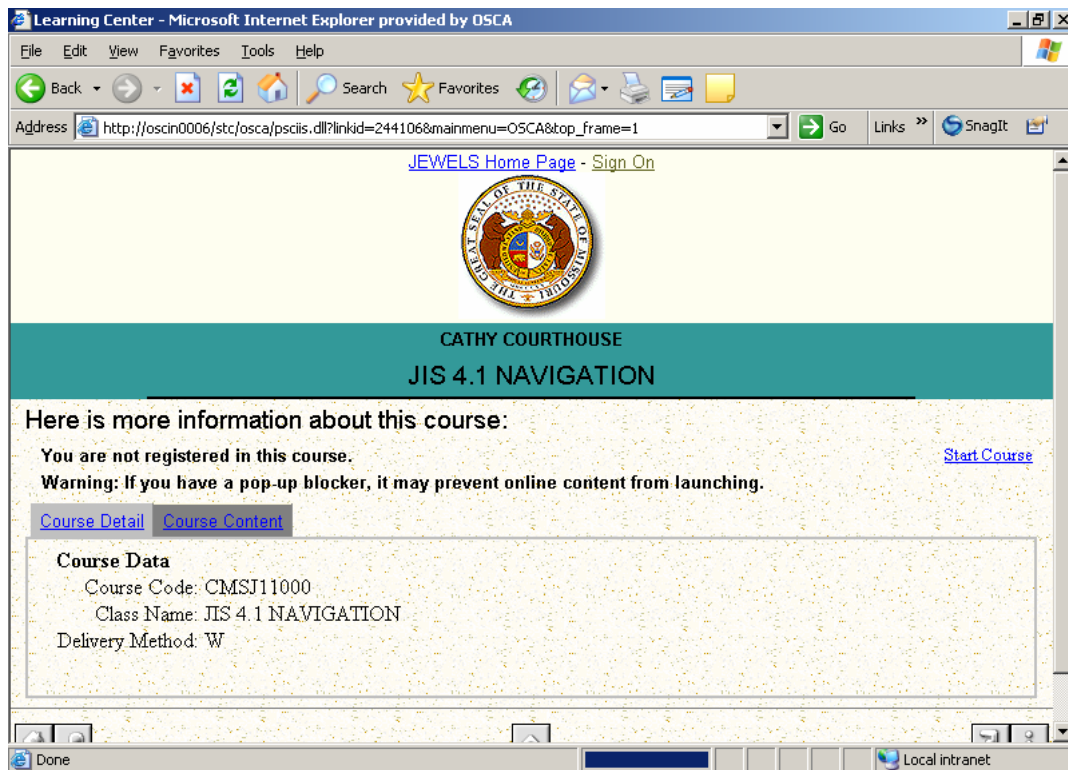
1. Click on the View a List of All Courses/Register and Launch Web-Based Training (WBT) Courses menu option, and the following screen displays.



2. Choose the appropriate course list category and click on the **GO** button. The following screen appears:



- You can sort the course list in several ways.
 - Choose the sort method located on the left of the sort now button and click on **SORT NOW**.
3. To find more information on a course or to launch a course, click on the **SELECT** button.
- Once a course is selected, the following screen appears:

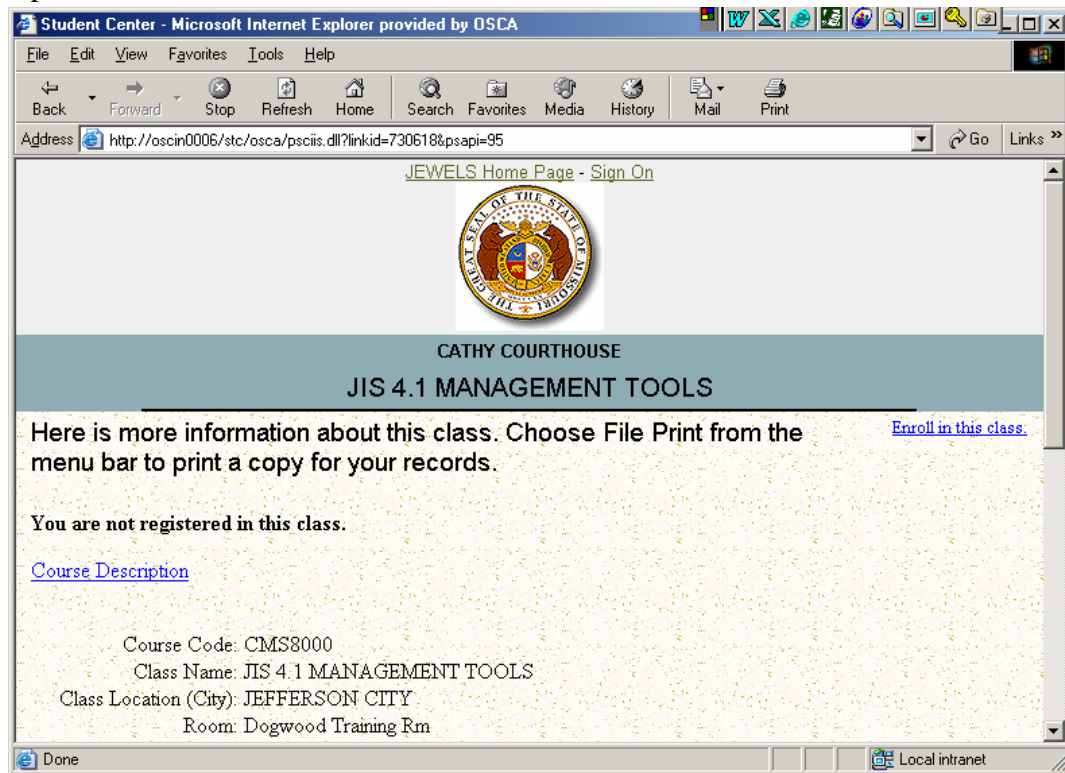


- To launch a WBT course, click on **Start Course**.

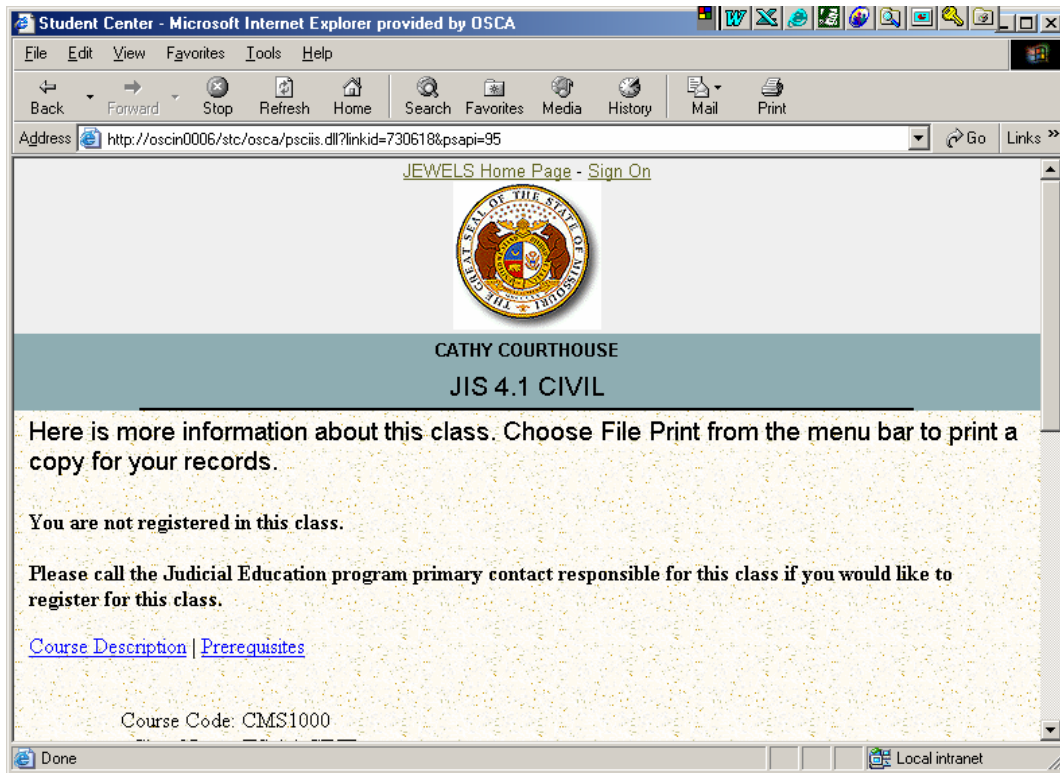
If you choose a course that is only offered via classroom (live) education, you will be able to click on the **Class Schedule** link to access a list of upcoming classes.



- Click on the appropriate link according to the information you are seeking.
 - Once you select **Schedule of Classes** choose the class in which you wish to register by pressing the **SELECT** button next to the class name.
 - **Note:** The selection of **Calendar View** will result in the same information in the form of a monthly calendar.
4. If a class is eligible for on-line enrollment, the **Enroll in this class** link will activate. Click on that link to register in the selected class and follow the instructions.
- **Note:** You will receive a confirmation message on the screen if your enrollment is accepted.

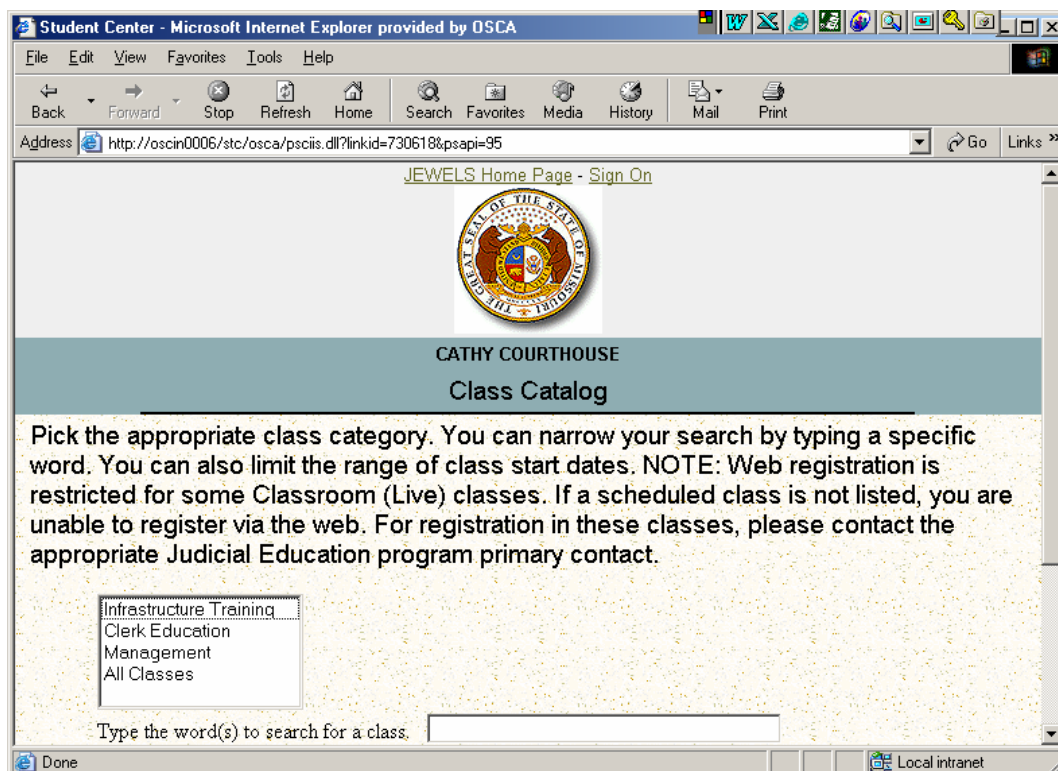


5. If the class is **NOT** available for enrollment, the following screen shows:

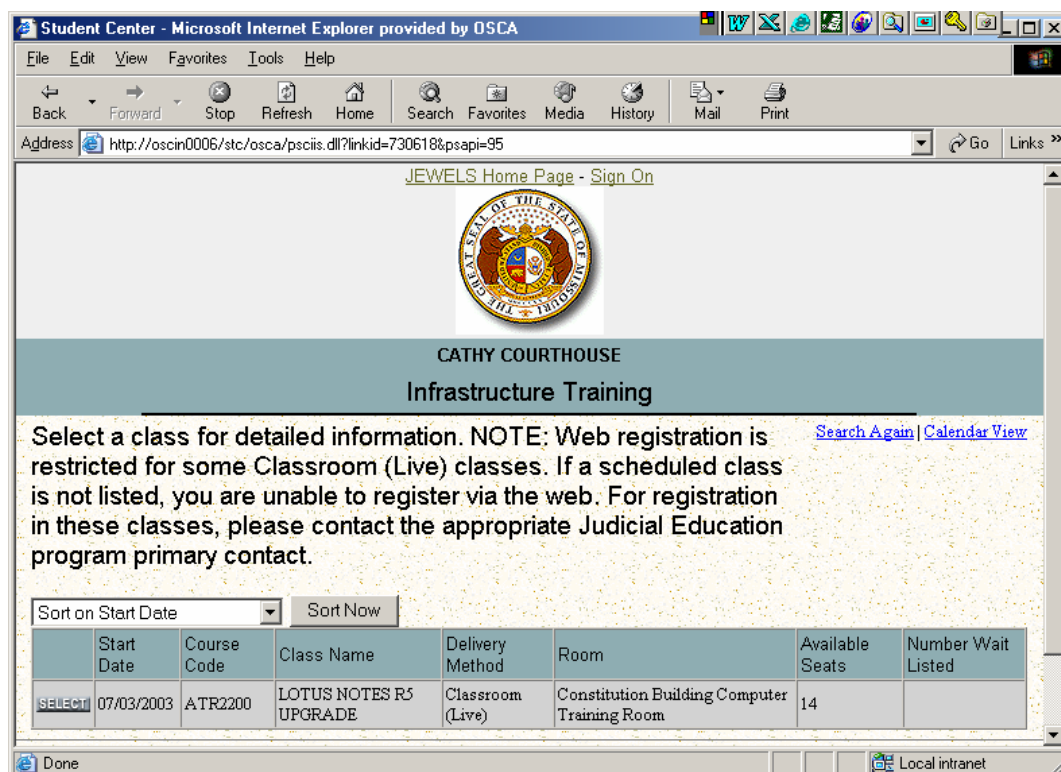


C. View/Register for Upcoming Scheduled Classes

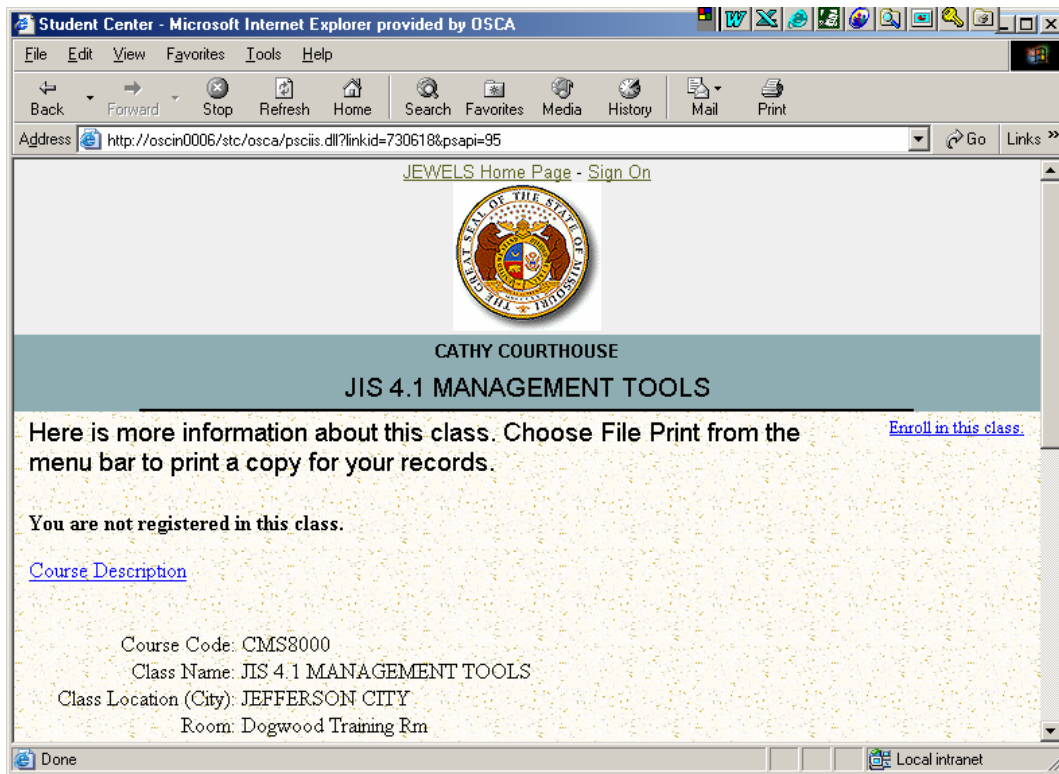
1. When you select the View/Register for Upcoming Scheduled Classes menu option, the following screen shows:




2. Choose the appropriate class category. The following screen appears:
 - **Note:** Additional categories will be added to the list for the purpose of narrowing down the search as classes are added to the system.



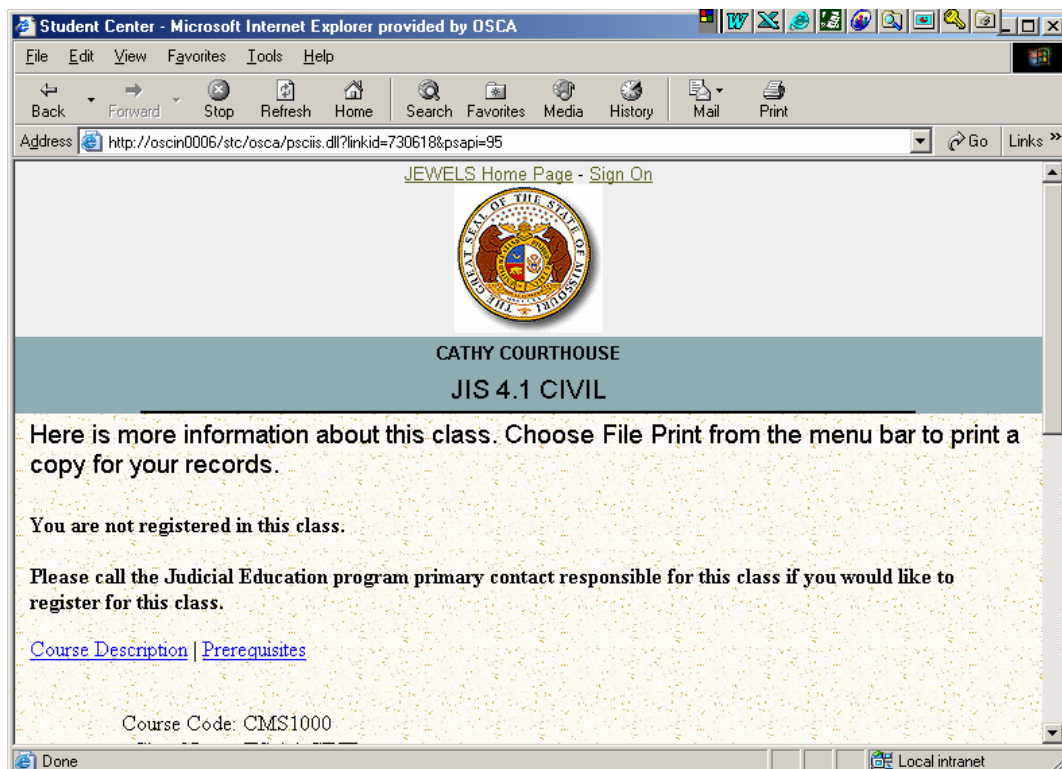
- If you select **Calendar View**, the same information shows in the form of a monthly calendar.
3. If a class is eligible for enrollment, the following screen appears:



4. Click on **Enroll in this class** and follow the instructions.
- **Note:** You will receive a confirmation message on the screen if your enrollment is accepted.

Note: To return to the previous page (list of classes), click on the  button on the Internet Explorer tool bar.

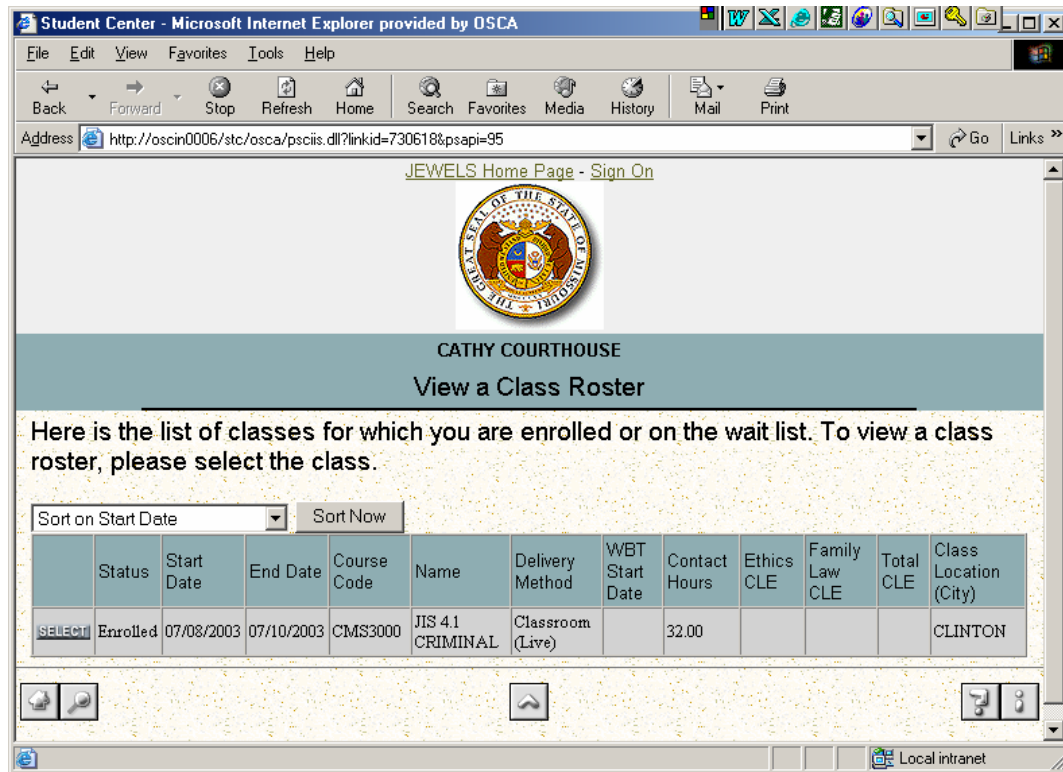
5. If the class is **NOT** available for enrollment, the following screen will be shown.



D. View a Class Roster

Note: You can only view a class roster for classes you are currently enrolled in or are on the wait list for.

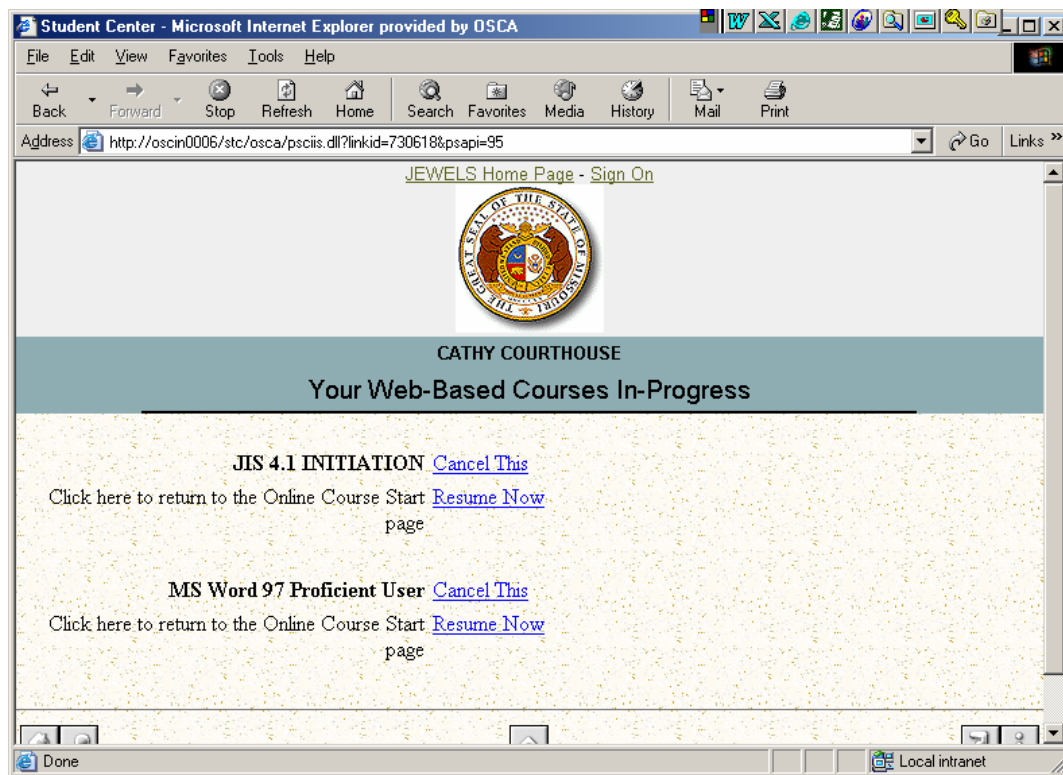
1. When you select the View a Class Roster menu option, the following screen appears:



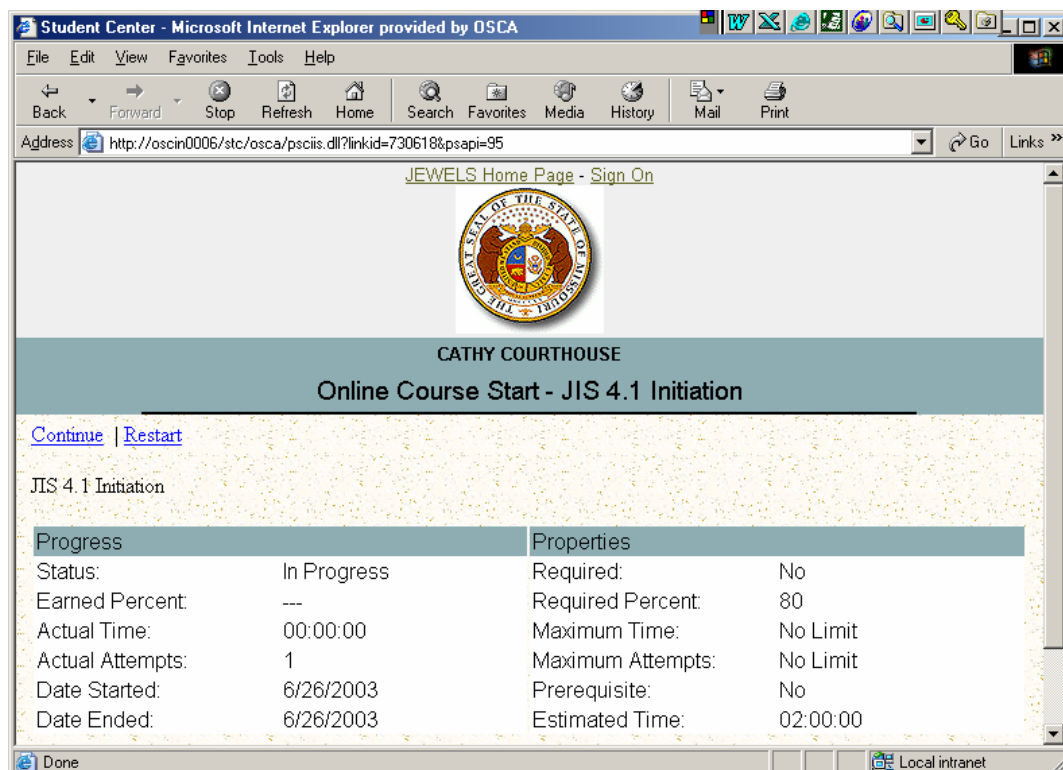
2. Click on the button to view the class roster.
3. Once you have selected the class, the class roster for that class appears.

E. Your Web-Based Courses in Progress

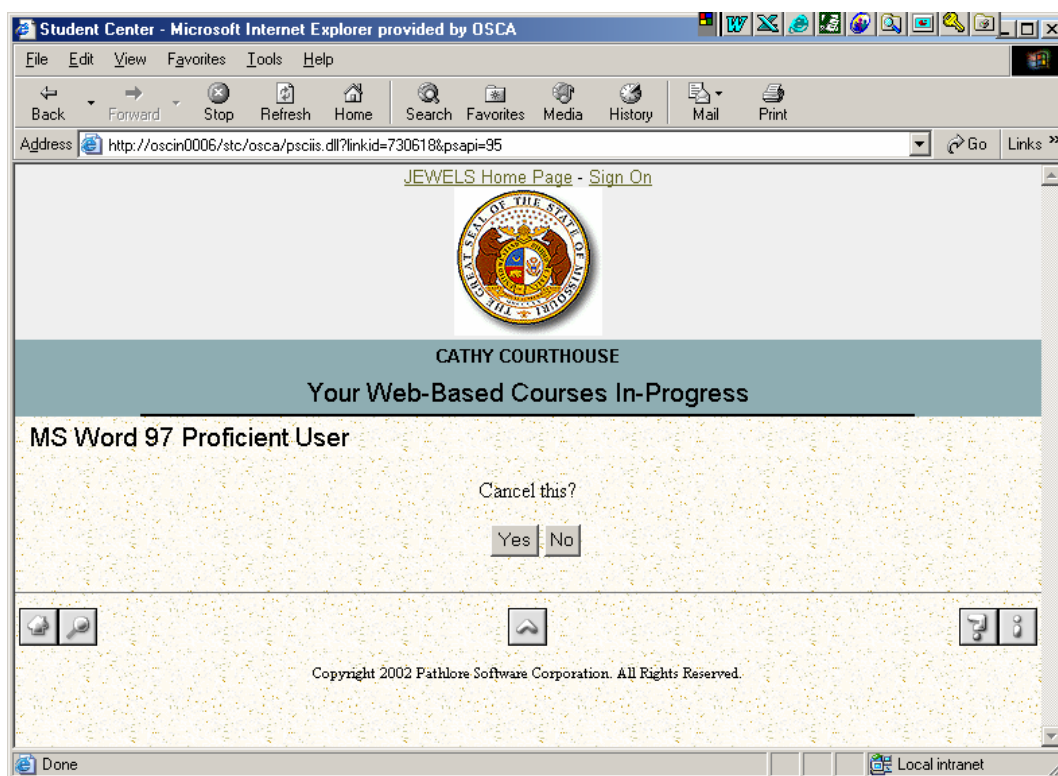
1. When you select the Your Web-based Courses in Progress menu option, the following screen shows. As you can see, you are able to perform two functions here (Resume Now or Cancel This).



2. Resume Now, to return to a class in which you previously started.



3. **Cancel This**, cancels a class you previously started. You will be prompted to verify that you wish to cancel this course. The **Cancel This** option should only be used if you do not want to complete the course you began.



F. View/Print Your Training Calendar

1. When you select the View/Print Your Training Calendar menu option, the following screen shows. You can print your calendar by clicking on the Print icon in the toolbar.

The screenshot shows a web browser window titled "Student Center - Microsoft Internet Explorer provided by OSCA". The address bar displays the URL: <http://oscin0006/stc/osca/psciis.dll?linkid=730618&psapi=95>. The page header includes the text "JEWELS Home Page - Sign On" and the official seal of the State of New York. Below the seal, the text "CATHY COURTHOUSE Training Calendar" is displayed. The main content area states "Here is your personal training schedule:" followed by a link to "View/Print Your Transcript". A calendar for July 2003 is shown, with the title "July 2003" in a blue header. The calendar grid lists days from Sunday to Saturday, with dates 1 through 12. The days 6, 12, and 19 are highlighted in red. The browser's status bar at the bottom shows "Done" and "Local intranet".

July 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12

This screenshot shows the same calendar as the previous one, but with additional training sessions listed. The calendar for July 2003 is displayed, with the title "July 2003" in a blue header. The grid shows dates from Sunday to Saturday. The days 6, 12, 13, 19, 20, and 26 are highlighted in red. A link for "CMS3000 JIS 4.1 CRIMINAL session 1, 08:30 AM- 04:30 PM" is visible on Tuesday, July 8th. The browser's status bar at the bottom shows "Done" and "Local intranet".

July 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 CMS3000 JIS 4.1 CRIMINAL session 1, 08:30 AM- 04:30 PM	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

G. View/Print Your Transcript

1. When you select the View/Print Your Transcript menu option, the following screen shows:

The screenshot shows a web browser window titled "Student Center - Microsoft Internet Explorer provided by OSCA". The address bar displays the URL: <http://oscin0006/stc/osca/psciis.dll?linkid=730618&psapi=95>. The page content includes the "JEWELS Home Page - Sign On" link, the "CATHY COURTHOUSE" logo, and the "View/Print Your Transcript" heading. Below the heading, a message states: "Here is your transcript. Select a class for more information. If information needs to be verified, please contact the OSCA Help Desk via Lotus Notes or by calling 888-541-4894 or 573-522-5577." A link for "View/Print Your Training Calendar" is also present. A table with 13 columns is displayed, showing a list of classes. The first row is highlighted with a "SELECT" button. The table data is as follows:

	Status	Start Date	End Date	Course Code	Name	Delivery Method	WBT Start Date	Contact Hours	Ethics CLE	Family Law CLE	Total CLE	Class Location (City)
SELECT	Enrolled	07/08/2003	07/10/2003	CMS3000	JIS 4.1 CRIMINAL	Classroom (Live)		32.00				CLINTON
					MS Word 97							

The browser's status bar at the bottom shows "Done" and "Local intranet".

You can print your transcript by clicking on the Print icon on the toolbar.